

SEAT BELT USE POLICY– SECTION 2.196**POLICY**

In a vehicle collision, seatbelt use is widely recognized to prevent head impact, ejections, vehicle rollover of personnel, serious injuries/disabilities, and death.

It is AA policy to require all employees and contract employees operating or riding in AA owned, leased or rented ground service equipment, to utilize seat belts or equivalent restraint devices. AA will fully participate in manufacturer seat belt retrofit programs when offered for equipment not originally equipped with seat belts.

The intent of this policy is not to supersede the Seat Belt Use for Fork Lift Operators. Please reference SSE Policy 2.199 for specific Fork Lift operator requirements.

OBJECTIVE

It is the objective of AA to provide guidance / requirements for employees to wear seat belts when operating ground service equipment equipped with seat belts or other operator restraint devices.

Operators of vehicles equipped with Roll Over Protection Structures (ROPS) will use seat belts. Vehicle passengers will be permitted to ride only in areas of the vehicle designed for that purpose.

SCOPE

This policy applies to:

1. All AA locations or leased spaces where employees are required to use vehicles.
2. Contract employees who operate AA owned and leased vehicles.
3. Service providers hired by AA

This policy can be superseded by applicable federal, state and local requirements.

RESPONSIBILITY**SSE, Occupational Safety & Health**

SSE Occupational Safety & Health will provide local management guidance on how to comply with this policy and will update this policy as needed.

Ground Support Equipment (GSE) & Facilities Maintenance

GSE will issue a routine PM schedule requirement to include the inspection and repair of safety-related equipment including seat belts.

Purchasing

Purchasing will work with GSE and Facilities to review all company ground service equipment to identify models that originally came equipped with seat belts or for which seat belt retrofit kits have been made available.

Local Management

Local management is responsible for:

1. Training employees on the requirements of this policy and to ensure that employees are complying with its requirements. Any employee observed not wearing a seat belt must undergo retraining. Initial training on this policy may be completed using a LMS lesson with an electronic completion signature.
2. Assisting GSE in identifying which models have and do not have seat belts.
3. Ensuring employees conduct a daily pre-operational inspection of all equipment/vehicles and shall include seat belt condition as required safety equipment.

Employees

Employees who operate vehicles equipped with seat belts are required to use seat belts or operator restraint devices and to report any condition associated with the malfunction of seat/shoulder belts that would prevent them from using the device to their supervisor.

The equipment will be placed out of service until the seat belt is repaired. Modifications, removals and additions that affect a capacity and safe operation, including the removal of restraint systems, are prohibited without both the manufacturer's and written approval from GSE.

Employees shall conduct a pre-operational inspection of all equipment and shall include seat belt condition, if so equipped.

SEAT BELTS USAGE REQUIREMENTS

All employees and contractors who operate AA owned and leased vehicles must wear a seat belt or operator restraint device at all times when driving or riding any vehicle equipped with a seat belt or operator restraint device.

The only three exceptions are when:

1. Driving or riding inside the gate area while servicing the aircraft when an aircraft is at the gate
2. Driving or riding inside aircraft maintenance hangars and auto shops
3. Driving or riding inside bag rooms to position equipment around the piers and carousels

Exiting the above areas require seat belt usage

TRAINING

Employees operating any vehicle equipped with a seat belt or operator restraint device shall complete initial training in LMS.

Employees will be required to be re-trained if found to not be complying with requirement to wear seatbelts, and may be subject to disciplinary action.

PROCESS MEASUREMENT

Observations will be conducted to monitor metrics and compliance on seat belt usage.

Review, analyze, investigate and monitor injury rates (specifically ejections).

It is recommended that each station management personnel addresses non-compliance or misuse of the seat belts through observations and retraining with positive reinforcement of the importance of using seat belts to prevent ejections, serious injuries, permanent disabilities and even fatalities.

Any violation of this policy may result in a disciplinary action.